



## Seeing What You Want to See: Browsers

### SHORTCUTS

- **Find** = CTRL + F
- **Decrease Font Size** = CTRL + -
- **Increase Font Size** = CTRL + +
- **Work in two windows** = Right click on the gray part of the start bar, select *Tile Windows Vertically*

### TABBED BROWSING

- New Tab - CTRL + T (Mac: CMD + T)
- New Window - CTRL + N
- Firefox - <http://support.mozilla.com/en-US/kb/Tabbed+browsing>
- Internet Explorer - <http://www.microsoft.com/windows/IE/ie7/tour/tabs/>
- Safari - <http://browsers.about.com/od/safari/ss/safaritabs.htm>

### SEARCHING IN A FOREIGN LANGUAGE

When you type your search terms *in* Spanish, the search engine will return pages in Spanish.

#### Google Language Tools

[http://www.google.com/language\\_tools](http://www.google.com/language_tools)

Country-specific search engines and page translation tools

#### Search Engine Colossus

<http://www.searchenginecolossus.com/>

An international directory of search engines, organized by country

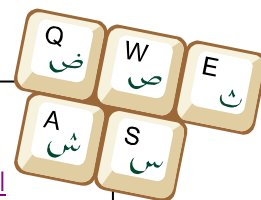


### SEARCH TUTORIALS

- **Boolean Searching on the Internet: A Primer in Boolean Logic** – <http://www.internettutorials.net/boolean.asp>
- **Google Guide** – Select a status (novice, experienced, expert), learn search tips for Google: <http://www.googleguide.com/index.html>  
To see how what you type in Google changes the search results, visit: <http://21cif.imsa.edu/tools/locate/>
- **Noodle Tools: Information Literacy Search Strategies** - Links to search tools and information portals organized by the kind of task: <http://www.noodletools.com/debbie/literacies/information/5locate/adviceengine.html>

# Learning New Literacies: As Easy as See, Spot, Run

## Running Word So It Works for You: Productivity Tips



### SHORTCUT KEYS

<http://dawn.thot.net/cd/25.html#2>

### Copying & Pasting

- **Copy** = CTRL + C
- **Delete** = CTRL + X
- **Paste** = CTRL + V
- **Redo** = CTRL + Y
- **Undo** = CTRL + Z

### Formatting

- **Align Left** = CTRL + L
- **Align Right** = CTRL + R
- **Bold** = CTRL + B
- **Center** = CTRL + E

### Movement

- **Beginning of document** = CTRL + Home
- **End of document** = CTRL + End
- **Find** = CTRL + F
- **Select all** = CTRL + A
- **Select vertically** = CTRL + Left Click and Drag
- **Skip word-by-word to the left** = CTRL + →
- **Skip word-by-word to the right** = CTRL + →
- **Switch between open windows** = ALT + Tab

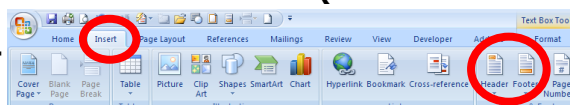
### Accent Marks

<http://dawn.thot.net/cd/3.html>  
<http://www.starr.net/is/type/kbh.html>

Character	PC	MAC
á, é, í, ó, ú	CTRL + ' then letter	Option + e then letter
à, è, ì, ò, ù	CTRL + ` then letter	Option + ` then letter
ä, ë, ï, ö, ü	CTRL + Shift + : then letter	Option + u then letter
â, ê, î, ô, û	CTRL + Shift + ^ then letter	Option + I then letter
ç	CTRL + , then c	Option + c
ñ	CTRL + Shift + ~ then n	Option + n
œ	CTRL + Shift + & then o	Option + q
β	CTRL + Shift + & then s	Option + s

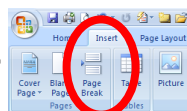
### TEXT TIPS & TRICKS FOR WORD 2007 (Word 1997-2003 in parentheses)

#### Header or Footer –



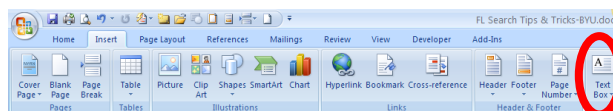
Type in the box that appears (In Word 97-03: View → Header and Footer)

#### Page Break –



(In Word 97-03: Insert → Next Page) → Then click OK

#### Textbox –



Click on the page, drag to create the box, then type

### IMAGE TIPS & TRICKS

- **Format Picture** – Format (or right click on it), Picture (or Object), Layout, Tight
- **Insert Picture** – Insert, Picture/Clipart (if a photo, choose From File)

## Spotting What You Need, When You Need It: Search Engines



### SEARCH TRICKS

<b>AND (both words)</b>	Spanish AND civil war
<b>OR (Exact Phrase)</b>	"civil war" or "Spanish civil war" or "guerra civil"
<b>NOT (Exclude Phrases)</b>	"civil war" NOT spanish
<b>filetype: (Specific Filetypes)</b>	"Spanish civil war" filetype:pdf (doc, pdf, ppt, xls)
<b>inurl: (Within URLs)</b>	inurl:"civil war" Spanish
<b>safesearch: (Safe Search)</b>	safesearch:"civil war"
<b>site: (Within a Site)</b>	"civil war" spanish site: <a href="http://www.sispain.org/">http://www.sispain.org/</a>

### SEARCH ENGINES

Altavista	<a href="http://www.altavista.com/">http://www.altavista.com/</a>	Finds multimedia of specific durations, file sizes, formats, language
Blinkx	<a href="http://www.blinkx.com/">http://www.blinkx.com/</a>	Searches across video search engines
Creative Commons	<a href="http://search.creativecommons.org/">http://search.creativecommons.org/</a> <a href="http://flickrcc.bluemountains.net/index.php">http://flickrcc.bluemountains.net/index.php</a>	Finds images with Creative Commons licenses
Delicious	<a href="http://delicious.com/">http://delicious.com/</a>	Results are based on items others have bookmarked
Dotsub	<a href="http://dotsub.com/">http://dotsub.com/</a>	Any film in any language, many subtitled
Fundoo Web	<a href="http://fundooweb.com/">http://fundooweb.com/</a>	Good for overviewing a topic
Google Books	<a href="http://books.google.com">http://books.google.com</a> (See also : Fullbooks.com - <a href="http://www.fullbooks.com/">http://www.fullbooks.com/</a> )	Searches within the text of books
Google Scholar	<a href="http://scholar.google.com">http://scholar.google.com</a>	Finds scholarly articles, books, & citations
Icon Finder	<a href="http://www.iconfinder.net/">http://www.iconfinder.net/</a>	Finds icons
Ideé Labs	<a href="http://labs.ideeinc.com/">http://labs.ideeinc.com/</a>	Visual Search
Intute	<a href="http://www.intute.ac.uk">http://www.intute.ac.uk</a>	Search by subject portals

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Jamendo	<a href="http://www.jamendo.com/en/">http://www.jamendo.com/en/</a>	Finds music you can use in publications and websites
Newseum	<a href="http://www.newseum.org/todaysfrontpages/">http://www.newseum.org/todaysfrontpages/</a>	Search front pages of today's papers
Odeo	<a href="http://odeo.com/">http://odeo.com/</a>	Finds podcasts
Open access journals	<a href="http://www.doaj.org/">http://www.doaj.org/</a>	Directory of open access journals
Pathfinder for Educational Research	<a href="http://www.sdst.org/shs/library/edresearch.html">http://www.sdst.org/shs/library/edresearch.html</a>	Databases, journals, and other scholarly sources
Quintura	<a href="http://www.quintura.com">http://www.quintura.com</a>	Displays results as an embeddable, visual concept web (use old v.)
Scholarly search engines	Academic & Scholar Search Engines & Sources - An Annotated List of Links - <a href="http://virtualprivatelibrary.blogspot.com/Scholar.pdf">http://virtualprivatelibrary.blogspot.com/Scholar.pdf</a>	
Spezify	<a href="http://www.spezify.com/">http://www.spezify.com/</a> (See also: <a href="http://www.oskope.com/">http://www.oskope.com/</a> )	Visual results
Stock Xchg	<a href="http://www.sxc.hu/">http://www.sxc.hu/</a>  Photos for Spanish Teachers <a href="http://www.sxc.hu/browse.phtml?f=lightbox&amp;lid=364981">http://www.sxc.hu/browse.phtml?f=lightbox&amp;lid=364981</a>  Food from Spanish-speaking Countries <a href="http://www.sxc.hu/browse.phtml?f=lightbox&amp;lid=364987">http://www.sxc.hu/browse.phtml?f=lightbox&amp;lid=364987</a>	Finds copyright safe images you can use in publications and websites
Switchboard.com	<a href="http://www.switchboard.com/">http://www.switchboard.com/</a> OR <a href="http://pipl.com/">http://pipl.com/</a>	Find people
Teacher Tube	<a href="http://www.teachertube.com/">http://www.teachertube.com/</a>	Finds education-related videos
Technorati	<a href="http://www.technorati.com">http://www.technorati.com</a>	Finds blogs
Twitter Search	<a href="http://search.twitter.com/">http://search.twitter.com/</a>	Twitter posts
Web 2.0		Top 25 Web 2.0 Search Engines
Wiki Search	<a href="http://www.wiki.com/">http://www.wiki.com/</a>	Finds wikis
Yippy	<a href="http://search.yippy.com/">http://search.yippy.com/</a>	Clusters search results by topics
Zillow	<a href="http://www.zillow.com/">http://www.zillow.com/</a>	Real estate

### Copyright & Fair Use Guidelines for Teachers

[http://www.techlearning.com/techlearning/pdf/db\\_area/archives/TL/2002/10/copyright\\_chart.pdf](http://www.techlearning.com/techlearning/pdf/db_area/archives/TL/2002/10/copyright_chart.pdf)

**Google Cheat Sheet:** <http://www.makeuseof.com/downloads/google-cheat-sheet.pdf>

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### Learning with Technology Profile Tool -

<http://www.ncrtec.org/capacity/profile/profwww.htm>

### RSS

- **Google Reader** - <http://reader.google.com>
- **RSS Quick Start Guide for Educators** - <http://weblogg-ed.com/wp-content/uploads/2006/05/RSSFAQ4.pdf>

### Related Research & Scholarship

Bates, Marcia J. (2007, October). What is browsing really? A model drawing from behavioural science research. *Information Research*, 12(4).

Retrieved <http://informationr.net/ir/12-4/paper330.html>

Leu, D.J., Jr., Kinzer, C.K., Coiro, J., & Cammack, D.W. (2004). Toward a theory of new literacies emerging from the Internet and other information and communication technologies. In R.B. Ruddell, & N. Unrau (Eds.), *Theoretical models and processes of reading* (5th ed., pp. 1570-1613). Newark, DE: International Reading Association. Retrieved October 2005, from [http://www.readingonline.org/newliteracies/lit\\_index.asp?HREF=leu/](http://www.readingonline.org/newliteracies/lit_index.asp?HREF=leu/)

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<http://mwp.cla.umn.edu/techtraining/wilhelm.pdf>

Zillman, Marcus P. (2006). Academic & Scholar Search Engines & Sources - An Annotated List of Links. Retrieved January 6, 2008, from

<http://virtualprivatelibrary.blogspot.com/Scholar.pdf>